Administrative & Finance Minutes March 11, 2011, 9:00 a.m.

Meeting was called to order at 9:04 a.m. by Chairman West.

Present were Supervisors Kotlowski, Renner, Sebastiani and West. Excused was Ward. Mykeal Rake, SAYL, will be late.

The meeting was properly noticed.

Motioned by Sebastiani/Kotlowski to approve the agenda as presented. Motion carried by unanimous voice vote.

No public participation and no correspondence.

Motioned by Kotlowski/Renner to approve minutes from February 18, 2011. Motion carried by unanimous voice vote.

Ron Chamberlain and Myrna Diemert present.

Item 8(k)—Land acquisitions by Highway Department: Ron explained contracts were set up last year to purchase land, but were put on hold. We are still under contract. There are offers out there that should be wrapping up in 2011, in other words land acquisitions will be continuing throughout 2011.

Item 8(e)—Solid Waste construction project: Myrna reported they are mining clay, getting equipment ready and everything is on schedule.

Item 8(f)—Solid Waste recycling revenues/grants: Myrna reported they're anticipating \$142,139 in grant money for this year's budget. In 2011 it may be reduced, not sure, but otherwise it looks ok for 2011. Next year, 2012, revenue will be down 20%. We are exploring leasing a building to another company for the recycling glass operation.

Motioned by Sebastiani/Kotlowski to contract with Jeff Cohen at \$70.00 an hour plus mileage and meals beginning April 1st for about 20 hours a month. Cindy will coordinate the paperwork. Motion carried by unanimous voice vote.

Dawn McGhee and Jane Gervais present at 10:05 a.m. Jane has been in contact with Mike Herrigan and we are doing ok with the bond monies. The Frontier project is going well, we've spent less than the requested dollar amounts. The Petenwell tower project should be on its way, it will be a free standing tower and anchored.

Dawn MIS reported: They are holding $\frac{1}{2}$ of 5 Star's payment until the project is completed. Update on technology audit: data has been moved; SAND, back-ups are in two other locations now. Financially they are where they are expected to be.

Motioned by Renner/Sebastiani to allow Chris Murphy to use 313 object code, 100.47.56110 account, instead of 630 project code, 100.47.56110.349.630 account, to pay for items; as the money was budgeted in the wrong object/project code. This money is being used for engineering fees, no budget transfer will be needed. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Kotlowski to postpone the Camelot Dam work to pay for survey and buoys. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Renner to approve the check register. Motion carried by unanimous voice vote.

A copy of Policy Chapter 8 will be handed out to each finance member, to review, and to comment on.

Identify upcoming agenda items: Discuss and/or act on Hutchinson excess expenses and possible contingency fund transfer; Discuss and/or act on fund balance process; Discuss and/or act on fund balance dollar amounts for 2010/2011; Discuss and/or act on 2010/2011 Budget (Land Conservation/Dam Project).

Next meeting date will be April 8, 2011 at 9:00 a.m.

Mary Ann Bays, Treasurer, present at 11:35 a.m. Tax deed update: They have proof read 177 total delinquent notices and they will be going to the paper next week. The Gast property we acquired, located in the City of Adams, has special assessments that need to be paid along with a snow removal bill.

Motioned by Kotlowski/Renner to adjourn at 11:45 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi Recording secretary